

# **STATE OF ALABAMA**

## **Information Technology Policy**

### **Policy 600-00\_Rev B: Information Security**

This policy communicates to all State of Alabama employees the commitment to information security. This policy, applicable laws, and other relevant State, agency, and system policies, govern the appropriate use of electronic processing, data and communications resources provided by the Information Services Division (ISD) of the Department of Finance.

#### **OBJECTIVE:**

Define the individual user's responsibility for ensuring information security policies, standards, and procedures are adhered to and enforced, ensure the availability of critical information systems for authorized access and use, and ensure that critical information systems are protected from unauthorized access or use

#### **SCOPE:**

This policy applies to all state agencies, boards and commissions with the exception of the Department of Education and the Alabama State Legislature.

#### **RESPONSIBILITIES:**

##### **Information Services Division shall:**

- Establish statewide information security policies, standards, and procedures
- Review annually and revise as necessary all statewide information security policies, standards, and procedures
- Monitor agency and end user compliance of information security policies, standards, and procedures

##### **Agency Management, Information Technology Organization shall:**

- Establish agency policies, standards, and procedures that adhere to state information security policies, standards, and procedures
- Report any security incidents in accordance with incident reporting procedures
- Monitor end user compliance with state information security policies, standards, and procedures

##### **Individual Information Technology User shall:**

- Adhere to all information security policies, standards, and procedures
- Report any security incidents in accordance with incident reporting procedures
- Report violations of security policies, standards, and procedures to agency management

## **ENFORCEMENT:**

### **Authority**

*State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-224*

*State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-293*

*State of Alabama Code, Acts 2000-715, Section 16-61D-1 through 16-61D-6*

### **Reporting**

Users will report any security-related issues to their immediate supervisor, manager, or as outlined in the applicable information security policy, standard, or procedures.

### **Non-Compliance**

Employee conduct or behavior while using any State-managed information system must comply with ISD information security policies. Violation can result in disciplinary action up to and including termination. Conduct or communications which violate State or Federal laws will not only be grounds for immediate termination, but may also subject the employee to criminal prosecution. Suspected violators of any laws, including copyright laws and FCC regulations, involving information services provided by the State of Alabama will be reported to the appropriate agency head and/or the Attorney General of Alabama for investigation and appropriate legal action. Some policy non-compliances may be punishable under The Code of Alabama 1975 (Section 13A-8-100), Alabama Computer Crime Act. Such cases will be referred to the appropriate authorities. Other policy non-compliances by users shall be handled in accordance with the applicable disciplinary guidelines established by the user's agency. ISD will determine on a case-by-case basis when policy non-compliance is sufficient grounds to deny the user access to information services.

*Signed by Jim Burns, Chief Information Officer*

### **Policy History**

<b>Version</b>	<b>Release Date</b>	<b>Comments</b>
Original	12/05/05	
Rev A	1/12/2007	Corrected Code references under "Authority"
Rev B	5/29/2007	Added requirement to annually review policies, standards, and procedures; reformatted document.